Staffing – Teacher/Admin/SSS Instructions
School Year 2011-2012

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A personnel record is required to be submitted for ALL individuals employed in a position for which certification is offered through the Department of Education (DOE). For example, this would include all instructional, administrative and school service specialists' positions.

If a person is hired for a position for which he/she is certified through another agency or professionally certified and DOE also offers the certification (i.e. social workers licensed by Department of Social Services) please complete a personnel record form for these individuals.

If you have specific questions about whether an individual should be included please contact DOE at 773-3553.

> **School Districts who contract personnel through cooperatives in South Dakota should not report those personnel. Each cooperative is required to report their staff. The Office of Accreditation and Teacher Quality will check to make sure staff is properly certified.**

Personnel data is collected from the following types of schools:
- Public School Districts
- State Special Schools
- Cooperatives and Multi-Districts
- Non-Public School Systems
- Alternative Programs
- Tribal/Bureau of Indian Affairs Schools

Updating Personnel Records

> **HELPFUL SUGGESTION:** Follow the <u>directions on how to run a report</u> and then print the report **"Report: By Staff Person (School Year 2010 and Beyond) for each of your 2010-2011 personnel records".** Use this to make your updates before beginning the process of encoding the changes for 2011-2012.
>
> **It is recommended you staple this form with the Staffing Data Collection Form, which contains the additional fields that need to be collected. This can be accessed at <u>http://doe.sd.gov/ofm/prf/staffing.asp</u>.**

Reviewing the Report

- **Below is a picture of the Report**

STAFF PERSON REPORT

School Year 2011-2012

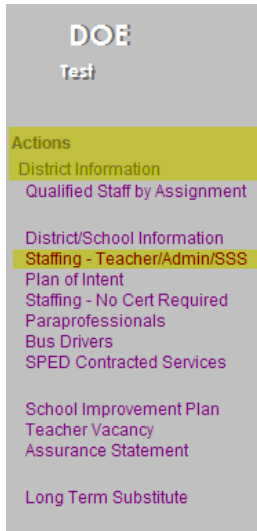|	
Name:	Hispanic: N Race: White
Date of Birth:	Gender: M	Experience Level for HQ Status: Exisiting
Reporting Type: T=Teacher	Total Instructional Salary: $	Total Admin/SS Spec Salary: $0
Total Teaching Experience (prior to this school year):	Total Admin/SS Spec Experience (prior to this school year): 0
Status Code: 5=Employment in this school system has been continued.	
*FTE Override: 0.00	*Total Calculated FTE: 1.00

Attendance Center	Position Code	Assignment Code	Classes	*Override FTE	*Calculated FTE	Q1	Q2	Q3	Q4	T1	T2	T3	Class Minutes	Avg FTE Min/Week
01 T F Riggs HS	20400=High School Teacher	04103=Modern US History	1	0.14	0.14	X	X	X	X				281	1965
01 T F Riggs HS	20400=High School Teacher	80011=Preparation/Study Hall/Travel		0.14	0.14	X	X	X	X				281	1965
01 T F Riggs HS	20400=High School Teacher	04051=World History - Overview	5	0.71	0.71	X	X	X	X				1404	1965

- Print the Report so you can view better

- Areas of the Report that will need to be updated in the individuals Personnel Record Form:

  o Race/Ethnicity
  o Instructional Salary
  o Admin/SS Specialist Salary
  o Total Teaching Experience
  o Total Admin/SS Spec Experience
  o Assignments
  o Number of Classes
  o Checkboxes located in the Assignment Screen (filtered by assignment)

- Login to the PRF Database and go to the Staffing-Teacher/Admin/SSS Screen:
  - Actions
  - District Information
  - Staffing – Teacher/Admin/SSS

DOE
Test

Actions
District Information
  Qualified Staff by Assignment

  District/School Information
  Staffing - Teacher/Admin/SSS
  Plan of Intent
  Staffing - No Cert Required
  Paraprofessionals
  Bus Drivers
  SPED Contracted Services

  School Improvement Plan
  Teacher Vacancy
  Assurance Statement

  Long Term Substitute

NOTE: A District has been created to use for Testing and Training. The names, social security numbers and other identifying information are not real people. They have been created.

District Teacher / Admin / SSS Staffing List

☐ Include only incomplete records

Refresh

	SSN	Name	Employed Previous Year	Updated Current Year
✎	504-99-0099	Allred, Lynton	N	
✎	504-44-4444	Curtis, Denise	N	
✎	503-33-2211	Curtis, Nancy	N	
✎	504-22-1122	Gordon, Aaron	N	
✎	516-88-9922	Gordon, Brad	N	
✎	505-11-9911	Gordon, Clark	N	
✎	503-33-1122	Gordon, Don	N	
✎	502-33-7788	Roberts, Ann	N	
✎	223-00-1122	Roberts, Helen	N	
✎	503-88-6677	Roberts, Jack	N	

Add Employee Data   Exit

A feature is the ability to view a partial listing of your records. The options depend on the number of teachers. Below is an example:

District Teacher / Admin / SSS Staffing List

List last names starting with: [A-G] [H-M] [N-Z]   [List All]   ☐ Include only incomplete records
                                                                                            Refresh

| SSN	Name	Employed Previous Year	Updated Current Year

Add Employee Data   Exit

- To Update a persons information do the following:

  o   Click on the icon next to the person you need to edit.

District # 88008   District Name Apple Blossom School District 88-8   ▼   GO

District Teacher / Admin / SSS Staffing List

☐ Include only incomplete records
Refresh

	SSN	Name	Employed Previous Year	Updated Current Year
📝	504-99-0099	Allred, Lynton	N	
📝	5XX-44-4444	Curtis, Denise	N	
📝	503-33-2211	Curtis, Nancy	N	
📝	504-22-1122	Gordon, Aaron	N	
📝	516-88-9922	Gordon, Brad	N	
📝	505-11-9911	Gordon, Clark	N	
📝	503-33-1122	Gordon, Don	N	
📝	502-33-7788	Roberts, Ann	N	
📝	223-00-1122	Roberts, Helen	N	
📝	503-88-6677	Roberts, Jack	N	

Add Employee Data   Exit

- This will take you directly to the individual's record.

o   You will see the following screen which has information from the previous school year. If you have previously completed the Race/Ethnicity question then there will be a plus sign by the Demographic information and you will not see that part of the screen.

Demographic Information Showing

Teacher / Admin / SSS Staffing (Curtis, Nancy X)

⊟ Demographic

SSN	Last Name	First Name	Middle Name
503-33-2211	Curtis	Nancy	X

Gender	Birth Date	Ethnicity
Female	12/15/1967	White, non Hispanic

Federal Race/Ethnicity

Is the individual Hispanic/Latino?

Choose

Is the individual from one or more of these races?
Check all that apply:

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

⊟ Employment

No Longer Employed

Choose:

Reporting Type

T - Teacher

Status

Employment in this school system has been continued.

Total Instructional Salary	Total Admin/School Service Specialist Salary
33500	0

Total Teaching Experience (prior to this school year)	Total Admin/School Service Specialist Experience (prior to this school year)
7	0

Demographic Information Not Showing – Race/Ethnicity completed

Teacher / Admin / SSS Staffing (Curtis, Nancy X)

⊞ Demographic

⊟ Employment

No Longer Employed

Choose:

Reporting Type

T - Teacher

Status

Employment in this school system has been continued.

Total Instructional Salary	Total Admin/School Service Specialist Salary
33500	0

Total Teaching Experience (prior to this school year)	Total Admin/School Service Specialist Experience (prior to this school year)
7	0

House Qualified?	Personnel Record Completely Updated?
N	Choose

⊟ Assignments

Total Calculated FTE (This field is calculated from the PRF Assignment records below)

FTE Override

| | 1.04 | | 0.00 |

	Attendance Center	Position	Assignment	Classes	Sped	Min Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
✎ 🗑	03-Little Red School	20220 Elementary School Teacher	20210 Multi-Grade Combination Room	0		1720	X	X	X	X				1650

Add Assignment   FTE is greater than 1.0. The ADD Assignment button has been disabled.

Save	Print	Cancel

o Below is the area where the Race/Ethnicity question is located. Answer the question – "Is the individual Hispanic/Latino?" (Yes or No) and then select the Race. You should check all that apply.

o If the person you are updating was reported last year and did not let their certificate expire, their **"Reporting Type"** will be pre-filled. Otherwise, select the "Reporting Type". If an employee has 1/2 time administrative assignments and 1/2 time teacher assignment, chose only one of the reporting types.

• **Teacher** - an individual who has completed an approved education program for teachers at an accredited four-year institution or a professional development plan for alternative certification and has been issued a South Dakota certificate.

• **Administrator** - an individual who has completed an approved graduate program for principals or school superintendents at an accredited institution and has been issued a South Dakota certificate.

- **School Service Specialist** - an individual who serves as a school counselor, a school social worker, school psychologist, school psychological examiner, school speech/language pathologist, school library media specialist, special education director, business manager/CFO or curriculum director and has been issued a South Dakota certificate

- **Instructor** - an individual who has not completed an approved education program for teachers but who is on a professional development plan.

- **Non-Certified Educator** - a person that is not actively certified by DOE. Appendix A outlines the difference between a non certified educator and a Long Term Substitute Teacher.

- o **Total salary** must be reported as instructional and/or administrative/school service specialist (whichever is appropriate).

  - ■ **DO NOT INCLUDE BONUS MONEY, LONGEVITY PAY, EXTENDED CONTRACT PAY, STIPENDS AND EXTRA-DUTY PAY**. Note: These are not used when calculating salaries, average salaries, etc.

  - ■ Round all salaries to the nearest whole dollar.

  - ■ If there is not yet an agreement regarding salaries (impasse), please report the salary they were paid last year and notify Carla Leingang when you will update your records.

o Update the years of experience. **Years reported here should not include current school year!**

Only report years of experience PRIOR to the 2011-2012 school year.

o **Total Instructional Experience:** Total years of classroom teaching experience with actual instructional time in front of the class, prior to this school year.

 If a part-time principal and part-time teacher, count one year instructional and one year administrative.

 If "non-certified" teacher (hired for that position -- **NOT** substituting for another staff person that is absent for a specified period of time) do NOT count as years of experience.

 Include years of experience for Alternative Certification to count towards the years of total "teaching experience".

o **Total Administrative/School Service Specialist Experience:** Total years as an administrator and/or school service specialist prior to this school year including CEO and school psychologist.

 If full-time librarian and teach 1 class, count one-year administrative experience only.

o **Status Code** is pre-filled to #5 if reported the person was reported the previous year. Otherwise, choose one of the following codes:

1. New Employee: 1st year hired as a certified staff in any school district, in any state

2. New Employee: Previously employed out of state

3. New Employee: Previously employed in another SD School District

4. New Employee: Has been absent from field of education 1 or more year(s)

5. Employment in this school system has been continued

6. Re-employed in a school district following an absence of 1 year or more

- o **Total Calculated FTE** - This field will be automatically calculated. An FTE of greater than 1.00 is not valid. Please be sure to check this FTE before saving your record.

- o **FTE Override** - This field will be used when an employee is not employed for a full quarter or trimester. (i.e. An employee quits in the middle of second quarter and was originally reported as employed all four quarters.

  You need to change their records to reflect only quarter one and two and then use the FTE Override to more accurately report the FTE of 0.45, rather than 0.50. The employee you hire to take this person's assignments, should be reported as quarters two, three and four with an FTE override of 0.55.

> **NOTE: Do not change the question - Personnel Record Completely Updated? to a Yes until all Assignments of have been updated.**

- o **The Assignment Screen Summary** provides basic information about the assignment. This includes:

  - ▪ Attendance Center

  - ▪ Name of Position

  - ▪ Name of Assignment

  - ▪ Number of classes for Core Content Assignments

  - ▪ Core Sped (An "x" will show in the box if the box has been checked identifying the Special Education Teacher is the Teacher of Record for a core content class.

  - ▪ Minutes per week taught for each assignment

  - ▪ Quarters or Trimesters assignment is taught

  - ▪ Weekly Minutes per week for the Attendance Center

⊟ Assignments

Total Calculated FTE (This field is calculated from the PRF Assignment records below)   FTE Override
1   0.00

	Attendance Center	Position	Assignment	Classes	Sped Core	Min Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
📝 🗑	04-Washington Elem - 04	21400 Kindergarten Teacher	20200 Kindergarten	1		1650	X	X	X	X				1650

Add Assignment

Save   Print   Cancel

- o Enter the person's class assignments by clicking on the **"Add Assignment"** button.

  NOTE: If the person you are updating was reported last year, their assignment information will be pre-filled.

---

o Below is a picture of the Assignment Information Screen. Depending on the assignment selected, you will see a list of checkboxes. To add an Assignment:

Assignment Information

Attendance Center
02 - Apple Blossom Elem ▾

Postion Code
20220 - Elementary School Teacher ▾

Assignment Code
20202 - 2nd Grade ▾

☑ Quarter 1 ☑ Quarter 2 ☑ Quarter 3 ☑ Quarter 4

Number of Classes / Periods Taught
1 ▾ Click here for class definition

Time Option - Number of Weekly Minutes
1 - 1800 ▾

Total Weekly Minutes
1800

Check all appropriate boxes:

☐ Employed and **Paid by this district** but **assignment** carried out **at another district. Not** to include **Shared Staff.**

☐ **PDC TEACHER THROUGH THE USD PROGRAM.**

☐ **CLASS SIZE REDUCTION TEACHER**

☐ **INTERVENTIONS** (Reading, Math, Science or Language Arts) are provided

☐ The teacher is providing the assignment through **ELECTRONIC DISTANCE INSTRUCTION.**

☐ **SPECIAL EDUCATION TEACHER**, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.

☐ **ENGLISH AS A SECOND LANGUAGE (ESL)** Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.

Click here for special education and ESL definition

[Save] [Cancel] Show HQ/POI

- Select the appropriate **Attendance Center**

- Select the appropriate **Position Code**

> NOTE: If you are receiving an Electronic/Distance class offered through another district and have someone monitoring the room, report the full time equivalency (FTE) for the monitor on the Certified Staffing Screen with a position code 72-E-Mentor.

- Select the appropriate **Assignment**

> **NOTE: If you do not see the Assignment Code this means the person is not qualified to teach that assignment. You must select the Position Code of Non Authorized and then all assignments will be shown.**
>
> **This may trigger a Plan of Intent for most assignments.**

- The **quarters or trimesters** will be pre-filled. **Click on the button if you need to remove a quarter or trimester (i.e. assignment is not for a full year).** Report individuals on maternity leave as full time because they are the one fulfilling that position for the school year. Be sure to report the long-term substitute teacher on the end of the year survey.

- The number of Classes/Period Taught must be identified for each Core Content assignment. If you click on "Click here for class definition" the definition of a Class will display.

A class is defined as a setting in which organized instruction of core academic course content is provided to one or more students (including cross-age groupings) for a given period of time. Instruction, provided by one or more teachers or other staff members, may be delivered in person or via a different medium. Classes that share space should be considered as a separate class if they function as a separate unit for more than 50% of the time.

Examples:

- **All staff teaching a self-contained core content class at an elementary school will be considered as teaching one class.** For example, a 1st grade teacher is coded as 1 class. For those who are teaching a **departmentalized** assignment such as Language Arts, Grade 3, should have the number of classes they are teaching listed. This is a change in the way elementary coding has previously been defined and is a reflection of the new departmentalized codes that have been added.

- A social study teacher at the middle school or high school who teaches 5 different social studies classes throughout the school year, each containing a different group of students would teach 5 classes. This would be in a departmentalized setting.

CHECKBOXES

Check all appropriate boxes:

- ☐ Employed and **Paid by this district** but **assignment** carried out **at another district. Not** to include **Shared Staff.**
- ☐ **PDC TEACHER THROUGH THE USD PROGRAM**.
- ☐ **CLASS SIZE REDUCTION TEACHER**
- ☐ **INTERVENTIONS** (Reading, Math, Science or Language Arts) are provided
- ☐ The teacher is providing the assignment through **ELECTRONIC DISTANCE INSTRUCTION.**
- ☐ **SPECIAL EDUCATION TEACHER**, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.
- ☐ **ENGLISH AS A SECOND LANGUAGE (ESL)** Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.

Click here for special education and ESL definition

The options that show on the screen are based on the assignment selected.

PDC/USD Teacher: This code should be checked when a school district partners with the University of South Dakota for the Professional Development Center Teacher Program. If the district does not have a formal agreement with USD for this program then this code should not be used.

Class Size Reduction Teacher: This code should be checked when Title II A funds are used for the purpose of hiring a Class Size Reduction Teacher.

Interventionist: This code should be checked when a teacher is providing interventions for students. This is based on the practice of providing high quality instruction and intervention based on a student's needs, changing instruction and/or goals through frequent monitoring of progress. Evidence-based instruction and behavioral strategies should be provided by highly qualified staff that is matched to student needs.

Class Offered through Digital Curriculum: This code should be checked when a district offers a class through the purchase of a specific curriculum. The digital curriculum does not provide a teacher to work with the student, therefore a highly qualified teacher in the content area should be present. This does not include South Dakota Virtual School which is collected in a separate screen.

Electronic Distance Education Teacher: This should be checked when the teacher is providing the instruction to a class located in another district or attendance center. If this is checked then you will need to identify the district and attendance center which is receiving instruction via electronic distance education.

Employed and Paid by this District but Assignment Carried Out at another District. Not to Include Shared Staff. This box should be checked when a district sends one of their paid employees to another district/school to provide an assignment. An example is when a district employs a teacher, paid with Title funds, to teach the assignment at a Private School.

Assignment carried out at another District/School and the salary of the staff person is paid by the "Receiving District": This box will be seen only by Cooperative/Multi-Districts and should be checked when the Coop employs a staff person who goes to other districts to provide services through a 3rd Party Contract. Previously, many of these assignments would have been collected in the SPED Contracted Services Screen and encoded by the "receiving district". This change allows the Coop to enter the information about their staff person instead of providing the information to the other district to be encoded.

Special Education Teacher: Special Education Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.

English As A Second Language (ESL): ESL Teacher, who is the teacher of record and awards the grade, is teaching the Core content Assignment.

- **Total Weekly Minutes or Time Option** - Number of Weekly Minutes.

  - Total Weekly class minutes can be entered if you did not set up your time options in the "District/School Information Menu" or if you had an unusual period and need to manually enter the time.

  - Select the Time options you set up for this attendance center in the "District/School Information Menu".

- **Click Save**

- Continue with the above steps if you need to enter another assignment. As you add assignments, the system calculates your total FTE. If it totals more than a full-time (aka 1.00 FTE), you will receive the error message, "**Your FTE is > 1.0. Your ADD Assignment button has been disabled**." A 1.00 FTE represents a full time employee.

- **To Edit an Assignment** click on the icon on the far left of the assignment.

  - Adjust the time option or weekly class minutes and Click on Save.

- **To Delete an Assignment** click on the icon of the trash can next to the assignment you want to delete.

  - Click on Save.

No Longer Employed Staff

- For all staff employed during the 2010-2011 school year but are **"No Longer Employed"** for the 2011-2012 school year you should select the appropriate reason.

  It is recommended you have a list of all employees from the previous year who are No Longer Employed and complete them at one time. You can use the No Longer Employed Data Collection Form to help gather the needed data. This is located on the PRF website.

  > **NOTE: If someone leaves during the school year, do not update their record to reflect they are No Longer Employed. This should be done the following year.**

- After completing this data field, indicate the personnel record form has been completely updated and Click on the Save Button. There is no need to update any other fields unless the employee has 0 years of experience. In this case, the system will require you to enter years of experience before it will allow you to save.

Personnel Record Completely Updated?

- After completing all data fields, indicate that the personnel record form has been completely updated.

- Click on the Save Button.

- Continue editing other personnel.

NOTE: Do NOT Complete this field until you have updated the entire record including the assignments.

Adding an Employee

> **Many of the steps are similar to editing an employee.**

- **Login to the PRF Database and go to the Staffing – Teacher/Admin/SSS Screen:**
    - Actions
    - District Information
    - Personnel Record Form
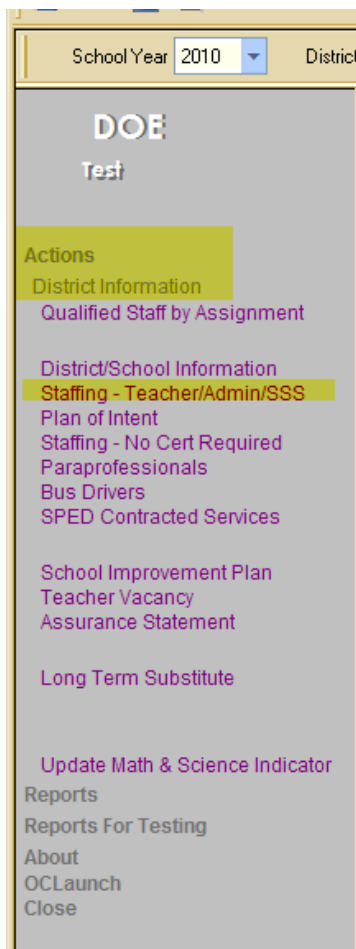
- **Click on the "Add Employee Data" button.**

District Teacher / Admin / SSS Staffing List

☐ Include only incomplete records

Refresh

	SSN	Name	Employed Previous Year	Updated Current Year
📝	504-99-0099	Allred, Lynton	N	
📝	504-44-4444	Curtis, Denise	N	
📝	503-33-2211	Curtis, Nancy	N	
📝	504-22-1122	Gordon, Aaron	N	
📝	516-88-9922	Gordon, Brad	N	
📝	505-11-9911	Gordon, Clark	N	
📝	503-33-1122	Gordon, Don	N	
📝	502-33-7788	Roberts, Ann	N	
📝	223-00-1122	Roberts, Helen	N	
📝	503-88-6677	Roberts, Jack	N	

Add Employee Data   Exit

- **Add the Employee Social Security Number**

Teacher / Admin / SSS Staffing - Specify SSN

Please enter the Social Security Number of the person you will be adding and click the "Next" button: [   ]

Next   Cancel

- **Click on Next**

- **Data Fields**

  - If the person has an active certificate through Accreditation and Teacher Quality (EX: Teacher, Administrator, School Service Specialist, or Instructor), the personal data fields will be completed for you.

  - If this person does not currently have an active certificate through Accreditation and Teacher Quality (EX: Non-Certified Educator), you will be required to enter the personal data fields.

Teacher / Admin / SSS Staffing (new)

⊟ Demographic

SSN	Last Name	First Name	Middle Name
111-11-1515			

Gender	Birth Date
Choose: ▾	

Federal Race/Ethnicity

Is the individual Hispanic/Latino?

Choose ▾

Is the individual from one or more of these races?
Check all that apply:

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

⊟ Employment

No Longer Employed	Reporting Type
Choose: ▾	Non-Certified Educator ▾

Status
Choose: ▾

Total Instructional Salary	Total Admin/School Service Specialist Salary

Total Teaching Experience (prior to this school year)	Total Admin/School Service Specialist Experience (prior to this school year)

House Qualified?	Personnel Record Completely Updated?
N	Choose ▾

  - From this point forward, follow the directions for updating employee data.

- **Continue the above steps to add another new employee.**

Retention of Personnel Records

The information outlined below details how long Schools are required to keep personnel records. The SD Local Schools retention manual is available on-line at: http://www.state.sd.us/boa/records.htm

SCL-65 <u>PERSONNEL FILES</u>:
R.D.B. # 85-023
This series contains a folder for each employee in the school district. Information in the file may include, but is not limited to: application for employment, personal data sheet, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resume', service record, notice of resignation, W-4 forms, transcript, teacher's certificate, and supervisor's report of employee separation. The files serve as a history of the employee's service.

RETENTION: Retain current employee files in office. Transfer terminated employee files to storage for 2 years. Destroy 2 year after termination provided sufficient data on hours worked and compensation received has been maintained by the Department of Labor, Division of Retirement and Insurance.

If the employee is still working for the school, then the file would be consider active/current and needs to be retained.

If you have any other questions, please contact Dana Hoffer at (605)773-3589.

Description:	Report as a Long-Term Substitute	Personnel Record Submitted for this Individual	Reason:
Substitute hired to replace a teacher on maternity leave?	YES	NO	The teacher for whom the substitute was hired was reported on PRF and the substitute will be "temporary" but also hired for more than 10 consecutive days.
Individual is hired to replace a teacher AFTER the beginning of the school year and will assume the assignments of this teacher for the remainder of the school term?	NO	YES	Individual is assuming the assignments of the teacher. You need to add a personnel record form for this individual.
Non-certified person hired to teach for the entire school year?	NO	YES	This person is not "replacing" an existing teacher but was hired for this teaching position for the entire school year.
Non-certified person hired to fill a teaching vacancy as of October 15th with the intent to actively look for a certified teacher?	NO	YES	This person is not "replacing" an existing teacher but was hired for this teaching position with the intent of finding a certified teacher.
Teacher is sick for 3 days and substitute was hired?	NO	NO	Substitute must be hired for at least 10 consecutive school days.
Substitute replaces Teacher "A" for 5 days, teacher then returns for 1 day and then is gone for an additional 6 days?	NO	NO	According to the state statute the substitute must be replacing the same teacher for at least 10 CONSECUTIVE school days.
Substitute replaces Teacher "A" for 4 days and then Teacher "B" for 8 days?	NO	NO	Substitute must replace the SAME teacher for 10 consecutive days.
Substitute hired to replace Teacher "A" for 6 days, Teacher "A" returns for half days for 4 days with the substitute continuing to teach the remainder of the day?	YES	NO	Same teacher for 10 consecutive days -- this substitute meets the definition of a long term substitute.
Substitute hired to replace Educational Assistant	NO	NO	State law defines a long-term sub as a substitute teacher and Other School Personnel (i.e. educational assistant) are NOT teachers
Substitutes replaces the SAME teacher for 6 days and the long-term substitute gets sick for a day and then returned for another 4 days	YES	NO	As soon as the teacher returns to the classroom, the long-term substitute's days terminate. Same teacher for 10 consecutive days -- this substitute meets the definition of a long term substitute.
Substitutes replace the SAME teacher for 6 days and the teacher returned for a day and then the long-term substitute had to come back.	NO	NO	As soon as the teacher returns to the classroom, the long-term substitute's days terminate. Substitute must be hired for at least 10 consecutive school days.

ATTACHMENT B
UPDATING PERSONNEL RECORDS CHECKLIST

- Review the previous years report – "Report: By Staff Person" and add additional required information which can be collected using the Staffing Collection Document.

- Identify if the following information is correct for each individual and collect what is missing or has changed.
  - Race/Ethnicity field is mandatory. This field should be updated if it was not completed last year.
  - Review Reporting Type
  - Instructional Salary
  - Admin/SS Specialist Salary
  - Total Teaching Experience
  - Total Admin/SSS Experience
  - Assignments
    - o Review the listing of Assignment Codes and make sure they reflect the correct assignments being taught.
    - o Determine the number of classes/periods being taught per assignment
    - o Review the total weekly minutes to ensure they are correct
    - o Review SPED, ESL and other checkboxes

- Open the PRF Database and go to the Staffing – Teachers/Admin/SSS Screen and click on the icon by the employee that should be edited.
- Update Reporting Type if applicable
- Update Total Instructional Salary and/or Total Admin/SSS Salary
- Update Total Teaching Experience and/or Total Admin/SSS Experience
- Update all Assignments
  - Review Attendance Center
  - Review Position Code
  - Review Assignment Code
  - Review Quarters/Trimesters
  - Add Number of Classes/Periods Taught
  - Put a check in the appropriate check boxes.
- Personnel Record Completely Updated should be changed to Yes.